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MEMORANDUM

TO: Illinois EMS Medical Directors
Illinois EMS System Coordinator
Regional EMS Coordinators
Ambulance Inspectors

FROM: Ashley Thoele, MBA, BSN, RN 
Division Chief – EMS and Highway Safety

DATE: February 20, 2020

RE: Ambulance Annual Inspection Fee Notice

Due to unforeseen circumstances related to the EMS Licensing Database, GL Suites, the EMS Vehicle Fee Inspection Notices will not be sent to Ambulance Providers. The EMS Licensing Database vendor is aware of this issue and is devoted day and night to resolving the issue.

IDPH Ambulance Inspectors will be giving providers a form (Inspection Fee Notice) to send into the department with payment after the inspection(s) are complete. A copy of that form can also be found on the IDPH Web Portal.

This unforeseen circumstance may also cause a glitch in scheduling your annual ambulance inspections. If your annual inspection has not been scheduled by the beginning of the month of expiration, please reach out to your EMS System Coordinator for troubleshooting.

EMS System Coordinators, please bring delays in scheduled ambulance inspections to my attention.

Please share this memo with your EMS providers and EMS personnel who have annual inspections due by March 31st, 2020 or later.

Thank you for your cooperation and understanding.